

**Book Purchase Recommendation Form**

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# UMBC's Web Order System

Presented by:

Michelle Flinchbaugh, Acquisitions Librarian  
Robin Moskal, Collection Management Librarian

# Public Web Interface

## Book Purchase Recommendation Form

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All forms will be forwarded to the appropriate library liaison and then Collection Management for consideration.  
This form is for UMBC affiliates only.

Please include as much information as possible! Insufficient data may delay processing of request!

\* = Required field. You must fill in all required fields.

### Selectors login here

Priority of this order		
<input type="radio"/> Rush	Usually arrives within a month	Use this for items <i>you need in 1-2 months</i> Rush requested materials are always placed on Hold. (See <i>Hold</i> below.)
<input type="radio"/> Priority	Usually arrives within 3 months	Use this for items <i>you need in 3-6 months</i>
<input checked="" type="radio"/> Collection Building	Arrival times vary	Use this for quality items for the library collection

\*Name:

\*E-mail:  
Please input a valid  
UMBC e-mail address.

Order for UMBC even if owned by another USM Library?

☒ Yes ☐ No

\*Title:

Author (last, first):

# Public Book Purchase Recommendation Form—Submitting Requests

- Order priority
- Name
- E-mail
- Bibliographic Information
  - Title
  - Author
  - Format
  - ISBN
  - Price
  - Publisher
  - Year
  - Edition—Is any available additional acceptable?
  - Volume
  - Series
- Department
- Hold
- Copies
- Remarks

UMBC links: A-Z Index | myUMBC | Calendar | Computing | Directory | Maps

UNIVERSITY OF MARYLAND

**Albin O. Kuhn Library & Gallery**

Library Hours  
Wednesday, August 27, 2008: 8:00 a.m. - 12:00 Midnight

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\*Name:

\*E-mail:   
Please input a valid UMBC e-mail address.

Order for UMBC even if owned by another USM Library?  
☒ Yes ☐ No

\*Title:

Author (last, first):

\*Format:

ISBN:

Price:

Place:

Publisher:

Year:

Edition:

Is any available edition acceptable?  
☒ Yes ☐ No ☐ Latest only

Volume:

Series:

\*Department:   
Africana Studies  
American Studies  
Ancient Studies  
Athletics

Hold? ☐ Yes ☒ No  
If "Yes," this material will be held for you at the Circulation desk for two weeks, after being processed. (You will automatically be notified when the material is placed on Hold). Rush requested materials are always placed on Hold.

Copies:  The library normally does not order more than one copy of a book.

REMARKS:

Please include as much information as possible! Insufficient data may delay processing of request!

\* = Required field. You must fill in all required fields.

Albin O. Kuhn Library & Gallery · University of Maryland, Baltimore County · 1000 Hilltop Circle · Baltimore MD 21250  
(410) 455-2232 · Questions and comments to: [lkush1@umbc.edu](mailto:lkush1@umbc.edu)  
Last modified: July 25, 2008 13:14:32

# Liaisons/Selector's Interface

## MyUMBC Login

myUMBC WebAuth

See

The web resource you are accessing requires authentication.  
Please enter your Username and Password in the spaces provided.

Login

Name:

Password:

---

You can enter your full name (e.g. John Smith), your MyUMBC username (jsmith1) or your UMBC CampusID (YT38237).

If you have not registered for a MyUMBC Account, please visit [accounts.umbc.edu](http://accounts.umbc.edu)

Usage of UMBC computing resources is governed by the [UMBC Policy for Responsible Computing](#) and [this notice](#).

# Liaison/Selector's Functions

- Comprehensive view of all their funds
- Free balances for each fund
- New requests displayed in red
- Ability to view requests with any status and requests from past two fiscal years.
- Ability to place a pre-approved order.

## Order Statuses

- All manually input order begin as “New”
- Orders may be “Approved”, “Rejected”, or “Held for Review”
- Once received and printed in Acquisitions, orders are “Cleared in Acquisitions”

## AOK Library Book Request Approval

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### View Requests:

New	Held For Review	Approved	Cleared in Acquisitions	Rejected
FY 2007 Cleared	FY 2007 Rejected			
FY 2008 Cleared	FY 2008 Rejected			

### Other Options:

Place An Order	Logout
----------------	--------

---

Your department(s):

- Economics (Available funds: \$7165.58 as of: 2008-08-20)
- Engineering (Available funds: \$4075 as of: 2008-08-20)
- History (Available funds: \$26320.2 as of: 2008-08-20) **10 Requests.**
- Judaic Studies (Available funds: \$830 as of: 2008-08-20)
- Mathematics and Statistics (Available funds: \$4629.98 as of: 2008-08-20)
- Psychology (Available funds: \$9596 as of: 2008-08-20)
- Reference (Available funds: \$23351.69 as of: 2008-08-20)
- Reserves (Available funds: \$ as of: 2008-08-20)
- Rothstein Fund (Available funds: \$ as of: 2008-06-18)
- Sound Reinforcement (Available funds: \$ as of: 2008-06-18)
- Test (Available funds: \$ as of: 2008-06-18)

## History

Approve dept 18 - History [Back to top]

Order #	453100937
Date Requested	2008-08-24 12:26:34

New requests are reviewed in mass on  
a single web page,  
with a status selected for each

When finished reviewing new orders,  
they're processed by clicking "Submit  
Requests"

Order # 453101000  
Date Requested 2008-08-27 10:00:42  
Title: The Postcolonial Middle Ages  
Volume:  
Edition:  
Any Edition OK?: Yes  
Year:  
Author: Cohen, Jeffery Jerome  
Format: Book--Hardcopy only  
Publisher:  
Place:  
Price:  
Series:  
Copies: 1  
Requested By: Terry Bouton  
Requesters E-mail: bouton@umbc.edu  
For Department:  
Priority Level: Collection Building  
Remarks:  
Disposition:  
Disposition Notes:

[ No Action ☒ Hold For Review ☐ Approve ☐ Reject ☐ ]

[Edit Order # 453101000](#)

---

Order # 453101013  
Date Requested 2008-08-27 10:23:53  
Title: Food: The History of Taste  
Volume:  
Edition:  
Any Edition OK?: Yes  
Year:  
Author: Freedman, Paul  
Format: Book--Hardcopy only  
Publisher:  
Place:  
Price:  
Series:  
Copies: 1  
Requested By: Terry Bouton  
Requesters E-mail: bouton@umbc.edu  
For Department:  
Priority Level: Collection Building  
Remarks:  
Disposition:  
Disposition Notes:

[ No Action ☒ Hold For Review ☐ Approve ☐ Reject ☐ ]

[Edit Order # 453101013](#)

---

[Submit Requests](#)

- From the edit screen they can:
  - Edit without taking any action on the order status
  - Edit then approve the requests
  - Clear the request entirely

### Editing Order 453101013

Priority of this order		
<input type="radio"/> Rush	Usually arrives within a month	Use this for items you need in 1-2 months Rush requested materials are always placed on Hold. (See Hold below.)
<input type="radio"/> Priority	Usually arrives within 3 months	Use this for items you need in 3-6 months
<input checked="" type="radio"/> Collection Building	Arrival times vary	Use this for quality items for the library collection

\*Name:

\*E-mail:

Order for UMBC even if owned by another USM Library?  
☐ Yes ☒ No

\*Title:

Author (last, first):

\*Format:

ISBN:

Price:

Place:

Publisher:

Year:

Edition:

Is any available edition acceptable?  
☒ Yes  
☐ No  
☐ Latest only

Volume:

Series:

\*Department:

☐ Yes ☒ No

Hold? ☐ Yes ☒ No  
 If "Yes," this material will be held for you at the Circulation desk for two weeks, after being processed. (You will automatically be notified when the material is placed on Hold). Rush requested materials are always placed on Hold.

Notify? ☐ Yes ☒ No  
 If "Yes," you will be notified when this material has been received and processed in the library, but it will not be placed on Hold. (Liaisons, you will automatically be notified for all your departmental purchases.)

Copies:  The library normally does not order more than one copy of a book.

REMARKS:

# Submitting Pre-Approved Orders

Name and e-mail are  
already filled in

\*Name:

\*E-mail:

Department selection is  
limited to those they have  
authority for

\*Department: 

Economics
Engineering
History
Judaic Studies
Mathematics and Statistics

Otherwise this form  
is exactly like the  
form used by the  
public

Priority of this order		
<input type="radio"/> Rush	Usually arrives within a month	Use this for items you need in 1-2 months. Rush requested materials are always placed on below.
<input type="radio"/> Priority	Usually arrives within 3 months	Use this for items you need in 3-6 months
<input checked="" type="radio"/> Collection Building	Arrival times vary	Use this for quality items for the library collection

\*Name:

\*E-mail:

Order for UMBC even if owned by another USM Library?

☒ Yes ☐ No

\*Title:

Author (last.



# Finding Information

## View Requests:

New	Held For Review	Approved	Cleared in Acquisitions	Rejected
FY 2007 Cleared	FY 2007 Rejected			
FY 2008 Cleared	FY 2008 Rejected			

Order # 453101135  
Date Requested 2008-09-03 11:32:16  
Title: Handbook of finance  
Volume:  
Edition:  
Any Edition OK?: Yes  
Year: 2008  
Author: Fabozzi  
Format: Book--Hardcopy or E-book  
Publisher:  
Place: Hoboken, NJ  
Price: 750.00  
Series:  
Copies: 1  
Requested By: alfgren  
Requesters E-mail: alfgren@umbc.edu  
For Department:  
Priority Level: Collection Building  
Remarks: Original order submitted by D. Lamdin, this is a 3 vol set of papers and analysis better suited to the circulating collection, not a reference work.  
Disposition: Out of Money--Approved but Delayed  
Disposition Notes:

Order # 453101436  
Date Requested 2008-09-15 09:28:28  
Title: Learning to Program with Alice  
Volume:  
Edition:  
Any Edition OK?: No  
Year: 2006  
Author: Wanda Dann, Stephen Cooper, Randy Pausch  
Format: Book--Hardcopy only  
Publisher: Pearson Prentice Hall  
Place: Upper Saddle River, NJ  
Price:  
Series:  
Copies: 1  
Requested By: Pat Garnett  
Requesters E-mail: pgarne1@umbc.edu  
For Department:  
Priority Level: Rush  
Remarks: needed for Fall 2008 CMSC 100 Marie desJardins  
Disposition: Approved, Ordered, and Now in Library  
Disposition Notes:

# Staff Interface

Main Interface

Daily Acquisitions Tasks

Print New Orders

Data Loss Danger-Do not click unless trained!!!!!!

Find Requests  
Needing  
additional  
Reminders

New Rush Orders

All New Orders

Orders on Hold after 90 days

An excessive quantity of these may indicate a problem with the notification system. Notify Scott Burrigat ASAP.

Other Acquisitions Functions

Search for an Order

Print List of Books

Print List of Scores

Print List of Videos

Print List of Music CD's

Clear Marked Records

Assign Selectors

1. Search the database for the selector. Check and correct all information.

2. Enter the selector if no information is found.

3. Assign the new selector.

Look for a User

Input a New User

Assign the New Selector

Assign Outreach Librarians

Input a New User

Assign the New Ref. Liaison

Print Reference Liaisons List by Dept (Ref. Version)

Print Reference Liaisons List by Liaison (Ref version)

Print Reports

Database Activity Report

Cleared by Acq Report

Print Lists

Big Liaisons List

Small Liaisons List

Acquisitions Mailing List

Reference Liaisons List by Department (Acq version)

Reference Liaisons List by Liaison (Acq version)

Exit

# Monitoring Orders Awaiting Approval

Still New after 10 Days							
DeptName	DateReqd	Rush	Statu	Manual_Notice_Notes	OrderID	ReqName	
History	9/26/2008 2:25:40 PM	Collection Building	1	9-26-08	453101955	Dan Ritschel	
History	9/26/2008 9:32:20 PM	Collection Building	1	9-29-08	453101958	Teresa Foster	
Music	10/1/2008 9:17:37 AM	Rush	1		453101974	tom lagana	

----- Original Message -----  
Subject: Web Orders to Approve  
From: acq@umbc.edu  
Date: Mon, September 29, 2008 4:40 pm  
To: bouton@umbc.edu  
-----

Hello

There is/are 2 order(s) in the web order system that need(s) your approval (these include 0 priority orders). Please log in to the system at <http://aok.lib.umbc.edu/bookorder/bookapprove.php> and click on "new" to review them. Thank you.

Best regards,


Acquisitions  
Albin O. Kuhn Library & Gallery  
University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250

Phone: (410) 455-3021  
Fax: (410) 455-1598  
E-mail: [acq@umbc.edu](mailto:acq@umbc.edu)

# Loading Collection Manager Requests

[Dashboard](#) > [Library](#) > [Home](#) > [Departments](#) > [Acquisitions](#) > [BNA CM Load Procedure](#)



Welcome [Michelle Flinchbaugh](#) | [History](#) | [Preferences](#) | [Log Out](#)  

Library

## BNA CM Load Procedure


Added by [Jennifer Fitch](#) , last edited by [Jennifer Fitch](#) on Jul 15, 2008 ([view change](#))


Labels: (None) [EDIT](#)

1. Save the file received from BNA to your hard drive. Be sure to use a file name that clearly identifies the date range included in the file (so as not to inadvertently load the wrong data).
2. Check BNA Excel file for missing data. Find missing titles by looking them up in CM by the BNA Accession Number. Fill missing data into the BNA file. Delete any blank rows from the bottom and top. Note the number of rows of data in the file. Do not forget to save the file if any changes have been made.
3. Open the Web Order System.
4. Open the table "BNALoad" and delete any data from it.
5. Under the "External Data" tab, click the "excel" button in the "import" half of the screen. A window should open.
6. Fill in the name of the file you saved by clicking browse. When this is done, choose "append a copy of the records to the table". Next select BNA Load in the text box that opens. Click OK
7. Check the "First Row Contains Column headings" box.
8. Click "Next." Then click "Finish."
9. Click yes, but not before making sure that the number of records matches the number of rows of data that you made note of earlier.
10. Re-open the "BNA Load" table in regular view. Delete blank records at the end of the table and note the number of records in the table. Check for and fill in any blank title fields (look up in CM using the accession number).
11. Go to "Queries" and open "CM Update to Out Format" Query.
12. Click Yes
13. Insure the number of rows matches the number of records that were in the "BNA Load" table. If so, click Yes.
14. Open the query "BNA Load Append Query." Click yes (twice). Continue to make sure that the number of records matches your earlier numbers.
15. Run query "Find Null Authors and Update" and update all.
16. Open the requests table. Scroll down until you see the last CM order, and confirm the row number matches the number of records.

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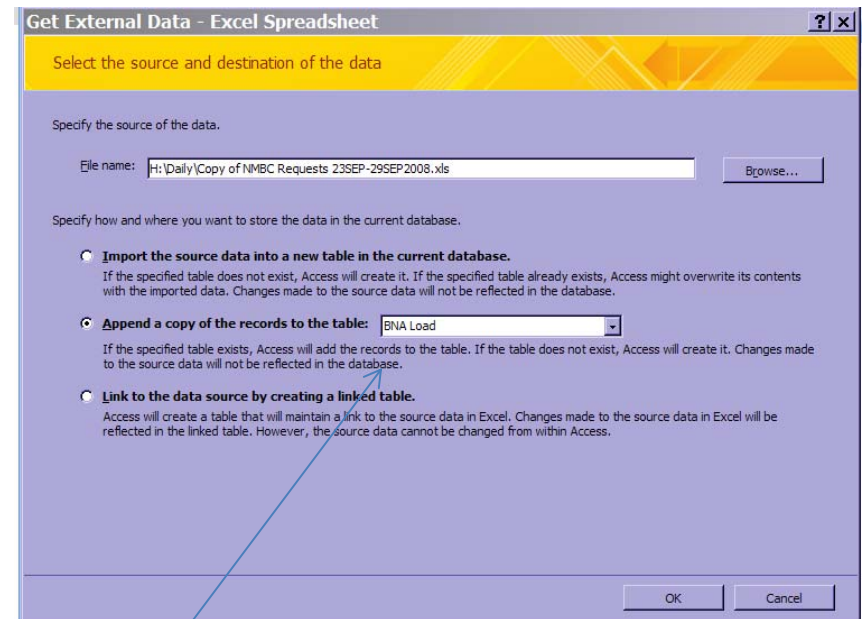
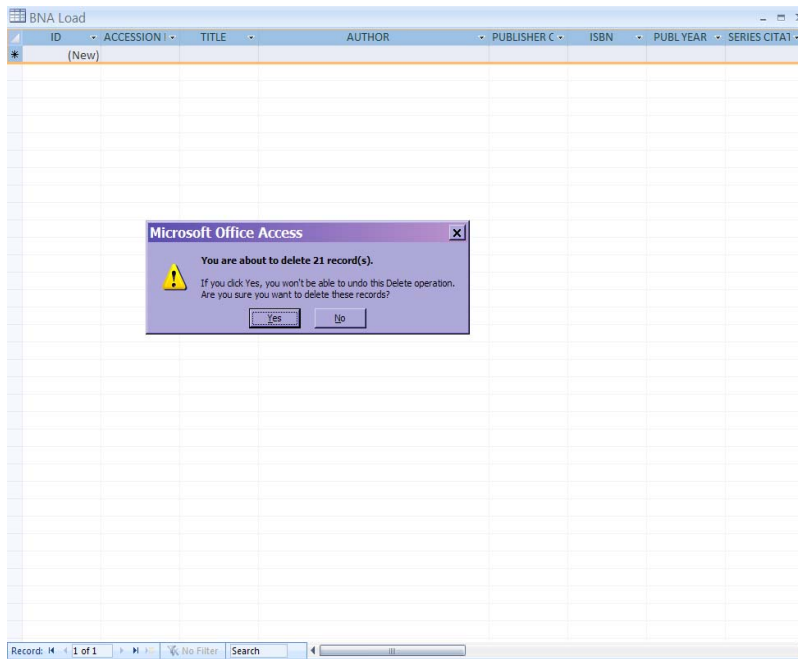
 [Add Content](#)



# Receive File From Excel File From BNA

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ACCESSI	TITLE	AUTHOR	PUBLISHER	ISBN	PUBL YEAR	SERIES	EDITI	NBR	ORIGINAL	CREATED DATE	FUND CODE	REQ BY
2	VN465575	The modern	Walsh, David.	Cambridge	0521898951	2008			001	90	9/23/2008 04:50:56 AM	PHIL	Philosophy
3	VN595649	Virtue	Napier,	Continuum /	0826497942	2008	Continuum		001	130	9/23/2008 04:50:56 AM	PHIL	Philosophy
4	VN442222	Oxford studies		Oxford	0199542988	2008	Oxford studies		001	100	9/23/2008 04:50:56 AM	PHIL	Philosophy
5	VN498244	The	Irwin, Terence.	Oxford	0199543275	2008	The		001	120	9/23/2008 04:50:56 AM	PHIL	Philosophy
6	VN348285	The book of	Gairdner,	McGill Queens	077353413X	2008			001	39.95	9/23/2008 04:50:56 AM	PHIL	Philosophy
7	VN503760	Hamiltonian	Audin, Michele.	American	082184413X	2008	SMF/AMS texts		001	55	9/23/2008 07:33:57 AM	MATH	Math
8	VN584191	An introduction	Xiong, Jie.	Oxford	0199219702	2008	Oxford		001	90	9/23/2008 07:41:35 AM	MATH	Math
9	VN284538	Geometric	Holm, Darryl D.	World Scientific	1848161956	2008			001	88	9/23/2008 07:42:26 AM	MATH	Math
10	VN284198	Geometric	Holm, Darryl D.	Imperial	1848161557	2008			001	68	9/23/2008 07:43:04 AM	MATH	Math
11	VN592291	Health		Hodder Arnold /	0340928905	2008	Topics in		001	39.95	9/23/2008 08:03:05 AM	PSYC	Psychology
12	VN489997	Neuroscience in	Clement, Gilles.	Springer Verlag	0387789499	2008			001	49.95	9/23/2008 08:03:05 AM	PSYC	Psychology
13	VL806278	A political and		Routledge /	1857433599	2008			001	210	9/29/2008 12:20:28 PM	REF	Reference
14	VN549515	The law	Penner, J. E. .	Oxford	0199218994	2008		13th	001	30	9/29/2008 12:20:28 PM	REF	Reference
15	VN583993	Interior design	Massey, Anne.	Thames &	0500203970	2008	World of art	3rd ed.	001	19.95	9/29/2008 12:20:28 PM	REF	Reference
16	VN342651	The		Sage	1412965802	2008			001	115	9/29/2008 12:20:28 PM	REF	Reference
17	VN600081	Food safety : a	Redman, Nina.	ABC CLIO	1598840487	2007	Contemporary	2nd	001	55	9/29/2008 12:20:28 PM	REF	Reference
18	VN410002	The		University of	0268023689	2008			001	39	9/29/2008 12:31:18 PM	HCST	HCST
19	VN356520	Science on the	LaFollette,	University of	0226467597	2008			001	27.5	9/29/2008 12:31:18 PM	HCST	HCST
20	VN435471	Physicists on	Bernstein,	Springer Verlag	0387765050	2008			001	34.95	9/29/2008 12:37:27 PM	HCST	HCST
21	VN528402	Cosmic imagery	Barrow, John D.	W W Norton &	0393061779	2008			001	39.95	9/29/2008 12:37:27 PM	HCST	HCST
22	VN560810	NASA/art : 50	Dean, James D.	Harry N Abrams	0810972875	2008			001	35	9/29/2008 12:37:27 PM	HCST	HCST

# Open Web Order System, Delete Contents From Load Table, Import Excel File Into It



Excel records are appended to the BNA Load table.

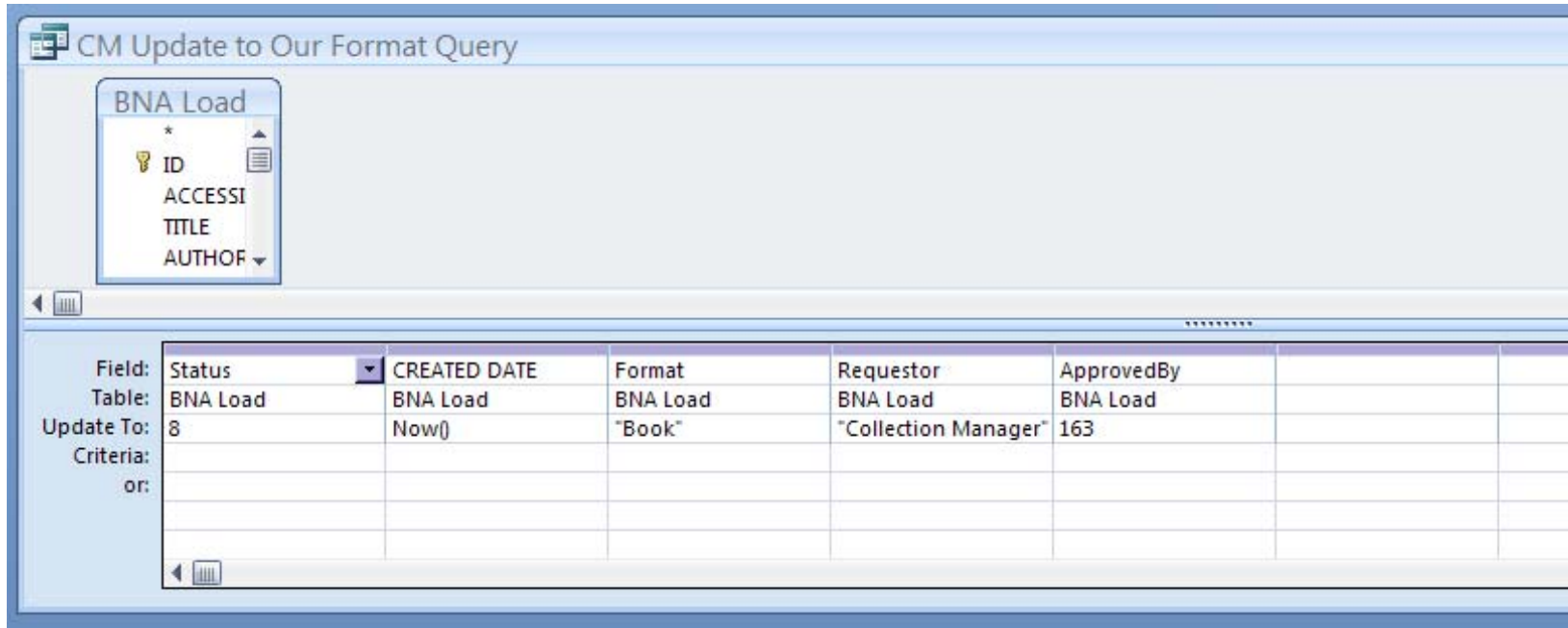


# Imported Data

ID	ACCESSION I	TITLE	AUTHOR	PUBLISHER C	ISBN	PUBL YEAR	SERIES CITAT	EDITION STA	NBR C
2194	VN465575	The modern ph	Walsh, David.	Cambridge Uni	0521898951	2008			001
2195	VN595649	Virtue epistem	Napier, Stephen.	Continuum / C	0826497942	2008	Continuum stu		001
2196	VN442222	Oxford studies		Oxford Univers	0199542988	2008	Oxford studies		001
2197	VN498244	The developm	Irwin, Terence.	Oxford Univers	0199543275	2008	The developm		001
2198	VN348285	The book of ab	Gairdner, William D. .	McGill Queens	077353413X	2008			001
2199	VN503760	Hamiltonian sy	Audin, Michele.	American Math	082184413X	2008	SMF/AMS texts		001
2200	VN584191	An introduction	Xiong, Jie.	Oxford Univers	0199219702	2008	Oxford graduat		001
2201	VN284538	Geometric mec	Holm, Darryl D.	World Scientifi	1848161956	2008			001
2202	VN284198	Geometric mec	Holm, Darryl D.	Imperial Colleg	1848161557	2008			001
2203	VN592291	Health psychol		Hodder Arnold	0340928905	2008	Topics in applic		001
2204	VN489997	Neuroscience i	Clement, Gilles.	Springer Verla	0387789499	2008			001
2205	VL806278	A political and		Routledge / Ta	1857433599	2008			001
2206	VN549515	The law studer	Penner, J. E. .	Oxford Univers	0199218994	2008		13th	001
2207	VN583993	Interior design	Massey, Anne.	Thames & Hud	0500203970	2008	World of art	3rd ed.	001
2208	VN342651	The encyclope		Sage Publicatic	1412965802	2008			001
2209	VN600081	Food safety : a	Redman, Nina.	ABC CLIO	1598840487	2007	Contemporary	2nd	001
2210	VN410002	The extraterre		University of N	0268023689	2008			001
2211	VN356520	Science on the	LaFollette, Marcel Chotk	University of C	0226467597	2008			001
2212	VN435471	Physicists on W	Bernstein, Jeremy.	Springer Verla	0387765050	2008			001
2213	VN528402	Cosmic imager	Barrow, John D.	W W Norton &	0393061779	2008			001
2214	VN560810	NASA/art : 50 y	Dean, James D.	Harry N Abram	0810972875	2008			001
*	(New)								

Check for blank rows and missing data and fix.

# Manipulating Imported Data



CM Update to Our Format Query

BNA Load

- ID
- ACCESSI
- TITLE
- AUTHOF

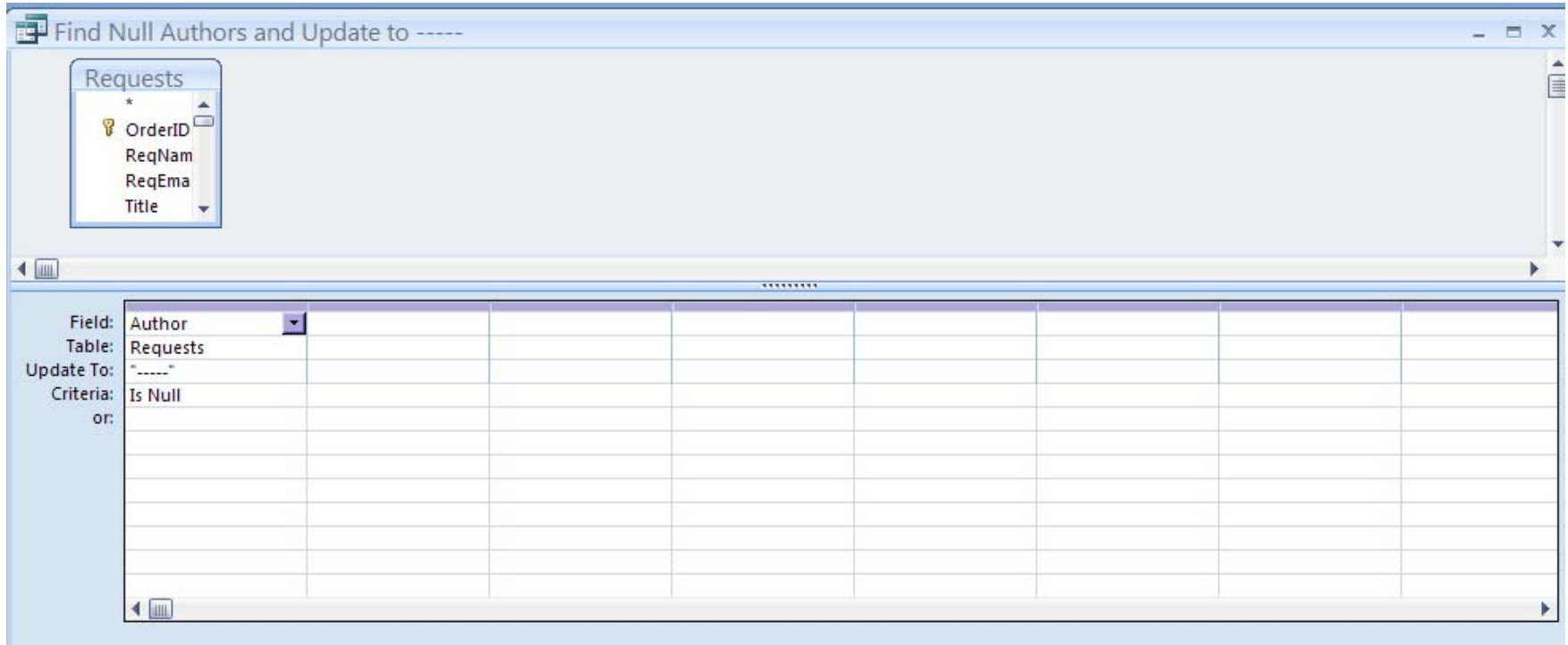
Field:	Status	CREATED DATE	Format	Requestor	ApprovedBy		
Table:	BNA Load	BNA Load	BNA Load	BNA Load	BNA Load		
Update To:	8	Now()	"Book"	"Collection Manager"	163		
Criteria:							
or:							

Run update query "CM Update to Our Format", which inputs Order Status 8, "Cleared in Acquisitions," Creates a created date of now, inputs the format "book," inputs the requestor as "Collection Manager," and inputs the approver as status 163, "BNA Load"





# Glitch Fix



Searches in our database don't find records with no author given, so an additional update query is run to find all null author fields and change them to "-----".

# Setting Order Dispositions

## Search the Order Database

**Instructions:** All searching is for exact matches. If you want to keyword search, use the wildcard \* at the beginning and end of what you enter.

*Example: Entering "Testing" in the title box finds all titles which include the word "testing".*

Title:	<input type="text" value="*understanding government budgets*"/>
Author:	<input type="text"/>
ISBN:	<input type="text"/>
Order ID:	<input type="text"/>
Requestor:	<input type="text"/>
Fund:	<input type="text"/>
Date:	<input type="text"/>

Search

Enter Dates as follows: \*Jan 4\*01\* Note that there are TWO spaces between the month and day.

Clear



### Search Results Form

Hold:	<input type="text"/>		
Database No.:	453101646	Status:	*
Placed:	9/23/2008 8:59:47 AM	Approved:	
Requested by:	Collection Manager		
ApprovedBy:	163		
Fund Code:	ECON		
ISBN:	0415990114		
Title:	Understanding government budgets : a practical guide / R. Mark Musell.		
Author:	Musell, R. Mark.		
Place:		Publisher:	Routledge / Taylor & Francis Inc
Edition:		Year:	2009
Series:			
Volume:	001	Price:	125
			<input type="checkbox"/> Marker
Remarks:	<input type="text"/>		
			<input type="text" value="0"/>

Approved, Now on Order

Approved, Ordered, and Now in Library

Approved, Order Delayed

Rejected--Already in Library

Rejected--Already on Order

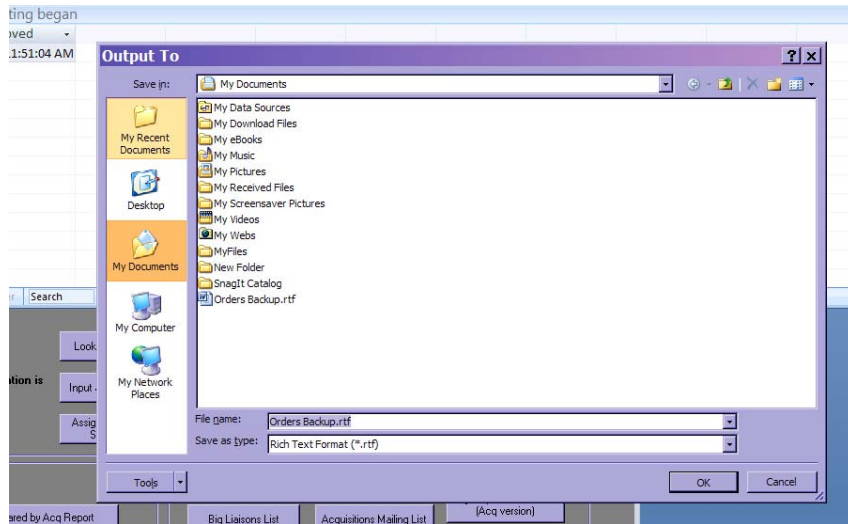
No Status

Rejected--Misc.

Out of Money--Approved but Delayed

# Printing New Orders

## Save Back-up File



# Print Orders

ApprovedOrders

**Approved Orders**

Wednesday, October 01, 2008 Page 1 of 2

Page: 14 1 15 No Filter

ApprovedOrders

**Rush**

10/1/2008 11:21:04 AM

Requestor: /fai/Garnett  
E-mail: pgarner@umslib.edu  
Order Number: 622101975

Approved By: Pat Garnett

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